

## LETTER OF INTRODUCTION PERFORMANCE TEST

1. Requirement: Prepare a letter of introduction.

2. Instructions:

a. DO NOT WRITE ON THIS LETTER OF INTRODUCTION PERFORMANCE TEST. Turn in your paper with the critique sheet stapled on top. Submit a copy of your work via email to [smith.steven@us.army.mil](mailto:smith.steven@us.army.mil). The letter of introduction will not be more than one page. DO NOT USE ENCLOSURE(S). Use Times New Roman font, pitch 12 on a plain letterhead.

b. Use the format in Army Regulation (AR) 25-50.

3. Situation:

a. Write a letter to your new Battalion Commander, introducing yourself to the Command team.

b. Ensure to keep a professional tone to your letter.

c. Provide your background data, request any additional information, ask questions, and add any job position or special requests.

4. This letter of introduction performance test is due the date per FOBC training schedule.